



South Coast Air Quality Management District

Engineering & Compliance

*Policies &
Procedures*

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

ENGINEERING DIVISION MEMORANDUM

DATE: November 26, 1991
TO: Engineering Staff
FROM: Nick Nikkila /s/ MN for Nick
SUBJECT: Procedures for Handling Requests Submitted Pursuant to Rule 212(e)

The following procedures are implemented to handle requests submitted pursuant to Rule 212(e) which was adopted by the Governing Board at its September 6, 1991 meeting. This new Section of Rule 212 requires the Executive Officer to provide notice of decisions or actions pertaining to the issuance of permits to construct to persons who have filed a written request to be notified of such decisions or actions. In response to such requests, the District will provide notices whenever the District issues:

1. A public notice of intent to issue a permit to construct pursuant to Rule 212(c); or
2. A permit to construct.

All requests will be received and coordinated by the Public Advisor's Office (PAO). All such requests must include sufficient information to positively identify a project which is under review for a permit to construct. The attached request form will be used to collect information needed to identify a project. If such a form is not filed with the request, the PAO will complete a request form by contacting the person submitting the request or based on information submitted.

Request Receiving

After a request has been received by the PAO, they will try to identify the company I.D. Number and the project application number, if available. For each company and/or application identified for the project, the PAO will generate copies of the AEIS computer screens #18 and #24. A control number will also be assigned by the PAO. The above information along with the request form will then be forwarded to the Program Development Unit (PDU) in the Engineering Division.

Tracking of Requests

PDU will receive and track these requests for the Division. PDU will identify the unit processing the project and the responsible unit will try to identify the application number if the PAO encounters difficulties in this task. PDU will log the requests in a computer tracking program before the requests are forwarded to the unit processing the application.

Unit supervisors are responsible to verify that the request is indeed for that application. If it is determined that the application was mis-identified, the PDU should be notified of the correct application number. In case no application can be identified for the subject request, the unit supervisor will contact the person who submitted the request, to obtain clarification. If no application can be identified, PDU will be notified of the finding and the reason for not being able to respond to the request. PDU will, in turn, notify the PAO.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

ENGINEERING DIVISION MEMORANDUM

DATE: (date)

TO: Program Development Unit Supervisor

THROUGH: (Unit Supervisor)

FROM: Rule 212(e) Request (Request No. _____)

This is in response to the above referenced request from _____ dated _____
_____. We have tried to verify the pending applications(s) identified for the subject
project. As a result, we have:

_____ The application number(s) identified were incorrect.

_____ Instead, we have identified and tagged the following
applications(s):

_____ not been able to identify any application that pertains to the request. The
request should be rejected for the following reason:

_____ Information provided with the request is too general for identifying a
specific project. The following information is needed:

_____ No application was submitted for the project described in the request.

_____ The application(s) has been cancelled on _____.

_____ The application(s) has been denied on _____.

Please call me at X_____ if you have any questions. Thank you.

**REQUEST FOR NOTIFICATION OF
ISSUANCE OF PERMIT TO CONSTRUCT
PURSUANT TO RULE 212(e)**

Information Regarding the Person Completing this Request	
Name:	
Affiliation:	
Address:	Telephone Number:

Information Regarding the Project Proponent
Name:
Facility where the Project is to be Located:
Detailed Description of the Project:
If Available, please provide: Company I.D. No.: _____ Application No(s): _____ Approximate Date of Application: _____

In order to promptly and accurately respond to your request, please:

1. use this form to provide the required information
2. submit a separate request for each project
3. submit a separate request for each person wishing to receive a notice; and
4. include all available information that will help in positively identifying the project.

Please also note that we can only respond to requests made for applications already submitted.

Official Use Only				
Date	Control No.	Co. I.D. No.	Application No.	Engr. Unit No.